

MCRC OFFICER PROGRAMS REQUEST FOR APPOINTMENT CHECKLIST (PLC)

NAME: _____ PROGRAM: PLC COMPONENT: _____ REFERENCES: MCRCO 1100.2A
 OST: _____ GROUND (GRD) _____ STUDENT NAVAL AVIATOR (SNA) IRAM MCO P1070.12J
 MCD: _____ LAWYER (LAW) _____ NAVAL FLIGHT OFFICER (NFO) MARCORSEPMAN MCO P1900.16F

COVER PAGE

____ REQUEST FOR APPOINTMENT LETTER

MEDICAL

____ MCRC ENDORSED BUMED/DODMERB CLEARANCE LETTER(S)
 ____ MCRC ENDORSED NOMI CLEARANCE LETTER (AVIATION ONLY)
 ____ DD FORM 2807 REPORT OF MEDICAL HISTORY AND DD FORM 2808 REPORT OF MEDICAL EXAMINATION (DO NOT SEND "WORKING COPIES")
 ____ DD FORM 2492 (DODMERB) REPORT OF MEDICAL HISTORY AND DD FORM 2351 (DODMERB) REPORT OF MEDICAL EXAMINATION
 ____ AVIATION FLIGHT EXAMINATIONS (MUST INCLUDE ORIGINAL GROUND PE)
 ____ NAVMED 6210/3 ANNUAL CERTIFICATE OF PHYSICAL CONDITION OR NAVMED 6210/4 PERIODIC HEALTH ASSESSMENT
 ____ ENSURE THE MOST CURRENT CERTIFICATE EXTENDS BEYOND THE COMMISSION DATE
 ____ PROVIDE ALL MEDICAL DOCUMENTS FOR PROGRAM ENROLLMENT, REENROLLMENT, RETENTION, LINE OF DUTY, CONSULTATIONS, AND LETTERS
 ____ DENTAL EXAM DATED WITHIN 12 MONTHS
 ____ HIV RESULTS DATED WITHIN 24 MONTHS
 ____ PAP PATHOLOGY RESULTS DATED WITHIN 36 MONTHS AND HCG (PREGNANCY) RESULTS MUST BE INCLUDED

ORDERS

____ PREVIOUS TRAINING ORDERS (JUNIORS, SENIORS ,OR COMBINED)

FINANCIAL

____ TUITION ASSISTANCE / FINANCIAL ASSISTANCE MCRISS SCREEN SHOT

CONTRACTS**CURRENT**

____ DD FORM 4 ENLISTMENT/REENLISTMENT DOCUMENT
 ____ ANNEX A MARINE CORPS POLICY ON SEXUAL ASSAULT AND SEXUAL HARRASSMENT
 ____ ANNEX B STATEMENT OF CONDITIONAL ENLISTMENT
 ____ ANNEX C SERVICE AGREEMENT
 ____ ANNEX D STATEMENT OF UNDERSTANDING FOR ACCESSION TO ACTIVE DUTY
 ____ PROGRAM CHANGE LETTER (IF APPLICABLE)
 ____ INCLUDE PREVIOUS SERVICE AGREEMENT

PRIOR SERVICE

____ DD FORM 214 CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (CERTIFIED COPY 2,4,7, or 8)
 ____ RELEASE FROM SERVICE DOCUMENTS (NGB FORM 22, RELEASE ORDERS OR MESSAGE)
 ____ DD FORM 368 REQUEST FOR CONDITIONAL RELEASE (SPECIAL ATTENTION: SECTION II SIGNED AND APPROVED BY PREVIOUS SERVICE WITH DISCHARGE AUTHORITY & SECTION III NOTIFICATION OF ENLISTMENT/APPOINTMENT ACTION)
 ____ PRIOR SERVICE ENLISTMENT/REENLISTMENT (DD FORM 4)
 ____ DD FORM 785 RECORD OF DISENROLLMENT FROM OFFICER CANDIDATE-TYPE TRAINING
 ____ DISENROLLMENT/SEPARATION LETTER (ALL PRIOR PLC & OCC)
 ____ PROVIDE PREVIOUS FINANCIAL AND/OR SERVICE OBLIGATION DOCUMENTS
 ____ NSTC 1533/30 NROTC COST SHEET
 ____ SMCR SIMULTANEOUS ENROLLMENT LETTER (IF APPLICABLE)

NAME, AGE AND CITIZENSHIP

____ SOCIAL SECURITY CARD (CERTIFIED COPY)
 ____ BIRTH VERIFICATION (CERTIFIED COPY)
 ____ FOREIGN BIRTH CERTIFICATE; INCLUDE BIRTH CERTIFICATE TRANSLATED TO ENGLISH/NOTORIZED & PROOF OF CITIZENSHIP (CERTIFIED COPY)
 ____ DUAL-CITIZENSHIP RENOUNCE LETTER FROM EMBASSY FOR SECURITY CLEARANCE
 ____ PASSPORT RELEASE STATEMENT
 ____ CERTIFICATION LETTER FOR SECURITY CLEARANCE

DEPENDENTS

____ DEPENDENT'S SSN CARDS AND BIRTH VERIFICATION (CERTIFIED COPY)
 ____ SPOUSE STATEMENT - FMF STATEMENT (IF APPLICABLE)
 ____ DEPENDENT DOCUMENTS (IF APPLICABLE) (CERTIFIED COPY)
 ____ MARRIAGE CERTIFICATE DIVORCE DECREE LEGAL GUARDIANSHIP FOR ADOPTION

STATEMENTS OF UNDERSTANDINGS

____ RESTRICTIONS ON PERSONAL CONDUCT IN THE ARMED FORCES (AND SEPARATION POLICY)
 ____ MARINE CORPS POLICY CONCERNING USE OF DRUGS
 ____ MARINE CORPS POLICY CONCERNING FRATERNIZATION
 ____ SERVICE MEMBER CIVIL RELIEF ACT
 ____ NAVMC 1100 DATA REQUIRED BY THE PRIVACY ACT OF 1974
 ____ NAVMC 10418-2 CERTIFICATE OF UNDERSTANDING REASONS FOR DISENROLLMENT

ACADEMICS**MENTAL SCORES**

____ SAT ____ AFQT ____ ACT ____ ASTB (SNA & NFO ONLY) ____ LSAT (LAW ONLY) (ORIGINAL OR CERTIFIED COPY)

PROOF OF UNDERGRADUATE DEGREE AND GRADE POINT AVERAGE

____ DIPLOMA OR DEGREE (CERTIFIED COPY)
 ____ OFFICIAL COLLEGE TRANSCRIPTS (CURRENT)
 ____ NAVMC 10469 ACADEMIC CERTIFICATION FORM (ACF)
 ____ OFFICIAL SCHOOL LETTER
 ____ COMMISSION YEAR CHANGE LETTER (IF APPLICABLE)
 ____ GRADUATION DATE CHANGE LETTER (IF APPLICABLE)
 ____ LAW SCHOOL ACCEPTANCE LETTER
 ____ PROOF OF OTHER DEGREES (IF APPLICABLE)

APPLICATION

____ NAVMC 10418 APPLICATION FOR OFFICER PROGRAMS
 ____ NAVMC 10418-1 ADDENDUM WITH SUPPORTING DOCUMENTS
 ____ DRUG STATEMENT
 ____ NON-TRAFFIC ARREST PAGE
 ____ MINOR TRAFFIC PAGE
 ____ TATTOO SCREENING FORM (ALL APPLICANTS EVEN IF NO BODY MARKINGS; MUST BE SIGNED BY OFFICER)
 ____ TATTOO STATEMENT OF UNDERSTANDING (ALL APPLICANTS EVEN IF NO BODY MARKINGS; MUST BE SIGNED BY OFFICER)
 ____ PHOTOS (BODY MARKING) IN PHYSICAL TRAINING UNIFORM
 ____ DD FORM 369 POLICE RECORD CHECK
 ____ WAIVER APPROVAL LETTER'S (IF APPLICABLE)